

**PARTNERING WORKSHOP PLAN  
ADOT PARTNERING FACILITATORS**

*ADOT Partnering Facilitators are asked to complete this form when they receive a request to facilitate a partnering workshop. People who often make such a request are the Construction Project Resident Engineer, Development Project Manager, a Manager of another area, Accounts Payable or the Partnering Office. Your supervisor's approval is required prior to your acceptance of the assignment. Please email or fax the completed form and a copy of the Agenda to the Partnering Office and the person who requested your assistance. (This is a fill able form.) If you have questions, contact the Partnering Office at 602-712-8957.*

**GENERAL INFORMATION**

	<b>Names/Dates/Times/Contact Numbers, Etc.</b>
<b>Today's Date</b>	
<b>Name and contact number of person who requested the ADOT Partnering Facilitator Services</b>	
<b>Partnering Facilitator's Name</b>	
<b>Partnering Facilitator's Org Number</b>	
<b>Org Number (Construction Project or other type of partnership that is sponsoring the partnership)</b>	
<b>Construction Project Number &amp; Tracs Number</b>	
<b>Meeting / Workshop Date</b>	
<b>Bid Amount (\$ (if a construction project))</b>	
<b>Contacts</b>	<b>RE:</b> <b>Development PM:</b> <b>Manager:</b> <b>Other:</b>
<b>Workshop Location and Address</b>	
<b>Expected number of participants</b>	

**QUESTIONS TO ASK THE PERSON WHO REQUESTED YOUR ASSISTANCE**

<b>Questions</b>	<b>Responses</b>
Please review the following Policy when asked to provide partnering facilitation services and note the rules about food/beverage services: SUP 03-2 - ITD Policy on Partnering	I read the policy and I understand the rules. (circle one) <b>YES NO</b>
Who (company, person) will be providing Food / Beverage Services?  When the partnership is non-construction project related, meals will <b>not</b> be reimbursed.	
Estimated Cost of Food / Beverages <b>(A detailed receipt is required for any method of payment)</b>	
What are the issues for this project, team or group?	
Should other people be contacted? Whom?	
Who will provide the Project Overview at the beginning of the workshop?	
When is the Pre-Construction Conference scheduled	

to take place (if this is a construction project)?	
What are the Goals for the Project Team?	

**DESCRIPTION OF PARTNERING SERVICES  
PROVIDED BY ADOT PARTNERING FACILITATOR**

<b>Action Required</b>	<b>Time Used and/or Dollars Spent</b>
<b>Determine the Length of Meeting/Workshop:</b>	2-hour partnering meeting 4-hour workshop Other
<b>Workshop Planning:</b> Agenda preparation Draft Charter Draft Issue Resolution/Escalation Levels Chart Draft PEP form Handouts Phone Calls to Stakeholders	<b>Number of hours to prepare are:</b>
<b>Travel</b>	Driving Time Required:  Number of Miles traveled:
<b>Invoicing:</b> (Circle the method to be used for purchasing workshop items such as: food, beverages and team building items. A detailed receipt is required for any method of payment)	<u>Petty Cash</u> <u>POD</u> <u>PD</u>

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**Signature of Resident Engineer (above line)**  
**Please print/type the information requested below:**

**District Engineer:**  
**Resident Engineer:**  
**Org number:**  
**Org Address:**  
**Org Phone Number:**  
**Org Fax Number:**